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**CONFIDENTIAL**

*Case File*  
*ORR*

Approved For Release 2005/11/21 : CIA-RDP70-00211R000800240007-9

Assistant for Special Projects, ORR

24 January 1961

25X6

*M*  *M*<sup>h</sup>  
Chief, Records Management Staff

**Request for Shelf Filing**

1. Attached is a scale drawing of the "Project Vault Area" at the New Building, and, nomenclature to be used in executing the necessary purchase order for filing equipment.

2. It is proposed that materials to be stored in this vault, used by analysts of GG/H and GG/X, be filed as follows:

- a. Books and periodicals used in research and reference be filed in 10 tiers of steel shelving.
- b. Substantive documents, reports, etc., used in research and reference, be filed in five drawer legal file cabinets. (It was determined that the type papers contained in this particular subject within area file are more conducive to cabinet filing.)

3. This installation is one of the two intended for ORR/GG. The second, scheduled for the GG Library area in the new building, will be processed as soon as we are provided more specific floor plans.

4. It is estimated that the cost for steel shelving and five drawer legal file cabinets will approximate \$1275. This will permit the return of 8 safes to the warehouse with a replacement value of \$3,504.



25X1

**Attachments (3)**

**Distribution:**

Original & 1 - Addressee

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**FILING EQUIPMENT**

**OFFICE OF RESEARCH & REPORTS/ GEOGRAPHY DIVISION**

**Bookshelving - Closed Base Unit Type**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>PRICE EACH</u>
1	Initial Single Face Sections - 36" wide	3	
2	Additional Single Face Sections - 36" wide	5	
3	Additional Single Face Sections - 30" wide	2	
4	Single Faced End Panels - Left End.	4	
5	Single Faced End Panels - Right End.	4	
6	Top Plate - 10" Deep for 36" sections	8	
7	Top Plate - 10" Deep for 30" sections	2	
8	Wire Book Support for 10" shelf (22W12) (Art Metal)	1 Pkg.	

Dimensions! Height of uprights to be 89" to provide a 3" base elevation and 7 shelf openings not less than 12" from the filing surface of one shelf to the lowest projection of the next higher shelf or dust canopy. Eight sections shall contain shelves including the adjustable shelves 10" deep by 35" wide inside measurements. Two sections shall contain shelves, including adjustable shelves 10" deep by 29" wide inside dimensions.

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**OFFICE OF RESEARCH & REPORTS/GEOGRAPHY DIVISION**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>PRICE EACH</u>
1	Step Ladder, Mounted on wheels. Model SS-20 Width 21" Length 18 3/4" Top Step Height 18" Overall Height 22 3/4"	1	\$50.00

**Source of Supply: Cramer Posture Chair Co.**

**Through: G.S. Ginn & Co.  
919 E Street, N.W.  
Washington, D.C.**

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ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENT